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## Facilities Update

University of Northern Iowa

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# University of Northern Iowa

## Facilities Update

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### Facilities Modifications and Information

As we look forward to the return of students, faculty and staff, campus life will look different from what we have come to know and expect. The way that we interact with our surroundings has taken on a new normal and we recognize that there will be many questions about these changes and how they may affect our campus experience. Following are some of the changes to how we manage our physical spaces that have been put in place to keep our campus community safe.

These modifications do not take the place of wearing appropriate face coverings, washing your hands frequently, and physical distancing. Each UNI community member has an individual responsibility to help prevent the spread of the coronavirus. You can protect yourself and others by:

- Wearing a mask. Everyone is required to wear face coverings in all campus buildings. Exceptions in certain areas such as in residence hall rooms, private offices or while eating will be posted individually in relevant campus spaces.
- Keeping a safe distance from others
- Washing your hands often
- Monitoring your health daily and staying home if you have any symptoms

### Cleaning and Disinfecting

The CDC recommends developing a cleaning and disinfecting plan for public spaces that includes the normal routine cleaning with soap and water to remove germs and dirt from surfaces and adding the use of EPA approved disinfectants for frequently touched surfaces. Facilities Management will be following their established cleaning procedures with added focus on touch points throughout the typical day [fm.uni.edu/service-guide](https://fm.uni.edu/service-guide).

- Entryways, hallways, elevators, stairwells, locker rooms, exercise areas, public areas, common space, classrooms, auditoriums, labs and restrooms will be cleaned and disinfected daily, with restrooms and other common touch points in public areas disinfected multiple times throughout the day.
- Common touch points consist of such items as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Departmental offices, conference rooms, and lounges will be cleaned and disinfected twice per week.

- Private offices will be deep cleaned twice per year In order to facilitate increased touch point cleaning and disinfecting in public spaces. Office occupants will be responsible for cleaning and disinfecting their personal offices. View these procedures on the [Cleaning and Disinfection Procedures PDF](#).
- Supplies will be delivered to departmental offices to aid in these efforts. [fm.uni.edu/covid-19](http://fm.uni.edu/covid-19)

### **Cleaning Potential Infected Areas**

The CDC recommends the closing off of areas used by sick persons until cleaning and disinfection can occur. It is advised that potentially infected areas should remain unoccupied at least 24 hours before cleaning and disinfecting. Where 24 hours is not feasible, wait as long as possible. [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

### **Restrooms**

Restrooms will be cleaned twice daily.

- Cleaning: Custodians will perform one deep cleaning per day, and at least one additional touch point cleaning per day in all restrooms.
- Restroom doors. Where possible, restroom doors will be propped open to limit contact with touch high touch points as long as they are not fire doors, and as long as privacy is not compromised. Green stickers will be applied to the hinge of doors that can be propped.

### **Lounge/Common Space**

Lounges and common spaces will remain open for public use and current furniture will remain. It is expected that proper physical distancing guidelines are followed. Furniture in some locations will be labeled with stickers or table tents as locations not to be used in order to create a physical distancing scenario.

### **Drinking Fountains**

The CDC recommends that drinking fountains should be cleaned and sanitized but encourage students, faculty, staff and visitors to bring their own water to minimize touching of water fountains.

- Drinking fountains and bottle fillers will remain functional.
- There is a strong recommendation that everyone should use their own water or use bottle fillers.

[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html)

### **Trash and Recycling**

Single stream recycling and landfill collection will continue in all campus buildings by facilities staff, with convenient collection points in hallways, lounges, classrooms and departmental offices. [fm.uni.edu/recycling-refuse](https://fm.uni.edu/recycling-refuse); [fm.uni.edu/recycling-faq](https://fm.uni.edu/recycling-faq)

- Tiny trash has been implemented in all private offices on campus to promote recycling efforts. Office staff can deposit collected recycling and refuse from offices in common area collection containers. [fm.uni.edu/tiny-trash](https://fm.uni.edu/tiny-trash)
- Office paper can be deposited in 50 gallon receptacles located in departmental offices.

### **Transaction Barriers**

The CDC encourages physical distancing to limit the spread of COVID-19, however, some interactions at transaction locations and departmental offices make it difficult to provide these recommended distances. Transaction barriers have been provided to areas around campus to facilitate these interaction locations.

- Cleaning of these acrylic and plexi-glass barriers should be performed with soap and water and will be complete as necessary by custodial staff.
- Disinfectants are not to be used to clean transaction barriers as they can degrade the material and cause fogging to occur.

### **Elevators**

Physical distancing cannot be maintained in most campus elevators.

- Preferred single passenger on all elevators
- Masks are required by all passengers when riding with multiple passengers.

### **HVAC**

The guiding principles for the operation of HVAC equipment are the CDC Considerations for Institutes of Higher Learning and the suggestions from the American Society of Heating, Refrigerating and Air-Conditioning Engineers. UNI will be implementing the following, as system capacities allow:

- Confirm and monitor the proper operation of ventilation systems and increase the amount of ventilation air brought into the buildings.
- Operate the air handling equipment 2 hours before a building opens and 2 hours after a building closes.
- Increase the number of air changes in classrooms.
- Increase the efficiency of equipment filtration.
- Confirm and monitor the operation of building exhaust fans.
- Monitor the operation of air handling equipment through fault detection and diagnostics software and the building automation systems.

### **Marketing, Messaging and Signage Recommendation**

It is important to have a unified voice in a time of so much question and indecision. University Relations has created a sign repository for approved signage and communications located on the Forward Together website.

Additional questions regarding facilities can be emailed to [fmworkorders@uni.edu](mailto:fmworkorders@uni.edu) or 3-4400.

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